



Division of Human Resources
Office of International Services

QUICK GUIDE TO RECRUITING RESEARCHERS FROM A GLOBAL TALENT POOL POSTDOCTORAL FELLOWS

I. Plan Budget

- During [proposal budget preparation](#), contact [Katie Davison](#) (HR-Class/Comp) for review of pre-approved position classifications/salary ranges and [Jean Saunders-Blanks](#) (HR-OIS) for USDOL prevailing wage benchmark data applicable to the discipline and physical worksites.

II. Review University Policies

- [EOP 1.00](#) (Equal Opportunity and Affirmation Action)
- [HR 1.87](#) (Unclassified Staff Researcher Positions)
- [HR 1.85](#) and [HR 1.24](#) (Research Grant or Time-Limited Positions)

III. Describe and Request Position

- Prepare position description with resources/samples available in [HR Toolbox](#) >> +Hiring >> +Research Grant/Time Limited.
- Share PD draft with HR-OIS and HR-Class/Comp for preliminary review prior to submitting position request action in PeopleAdmin.

IV. Recruit and Select Candidate

- Request **standard posting** for a search *or* a **special posting** for an identified candidate.
- Employers may not consider [citizenship or immigration status](#) in the recruitment and selection process, unless hiring is restricted to U.S. citizens by law, regulation, executive order, or government contract. **If any finalists are non-U.S. citizens, avoid discussion of national origin/visa status;** instead, refer them to OIS@sc.edu.

V. Hire and Onboard

- If non-U.S. citizen is selected, share draft offer letter with HR-OIS *before* issuance.
- If offer is accepted, HR-OIS develops immigration strategy per policy [HR 1.25](#). Individuals eligible to participate in the USDOS Exchange Visitor Program will be referred to [International Student and Scholar Support](#) for J-1 visa sponsorship.
- HR-OIS will assign [onboarding](#) tasks at the appropriate time.

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